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DIVISION OF HEALTH

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MEMORANDUM

DATE: January 11, 1996

TO: Nursing Homes

FROM: K. B. Piper, Director
Bureau of Health Care Financing

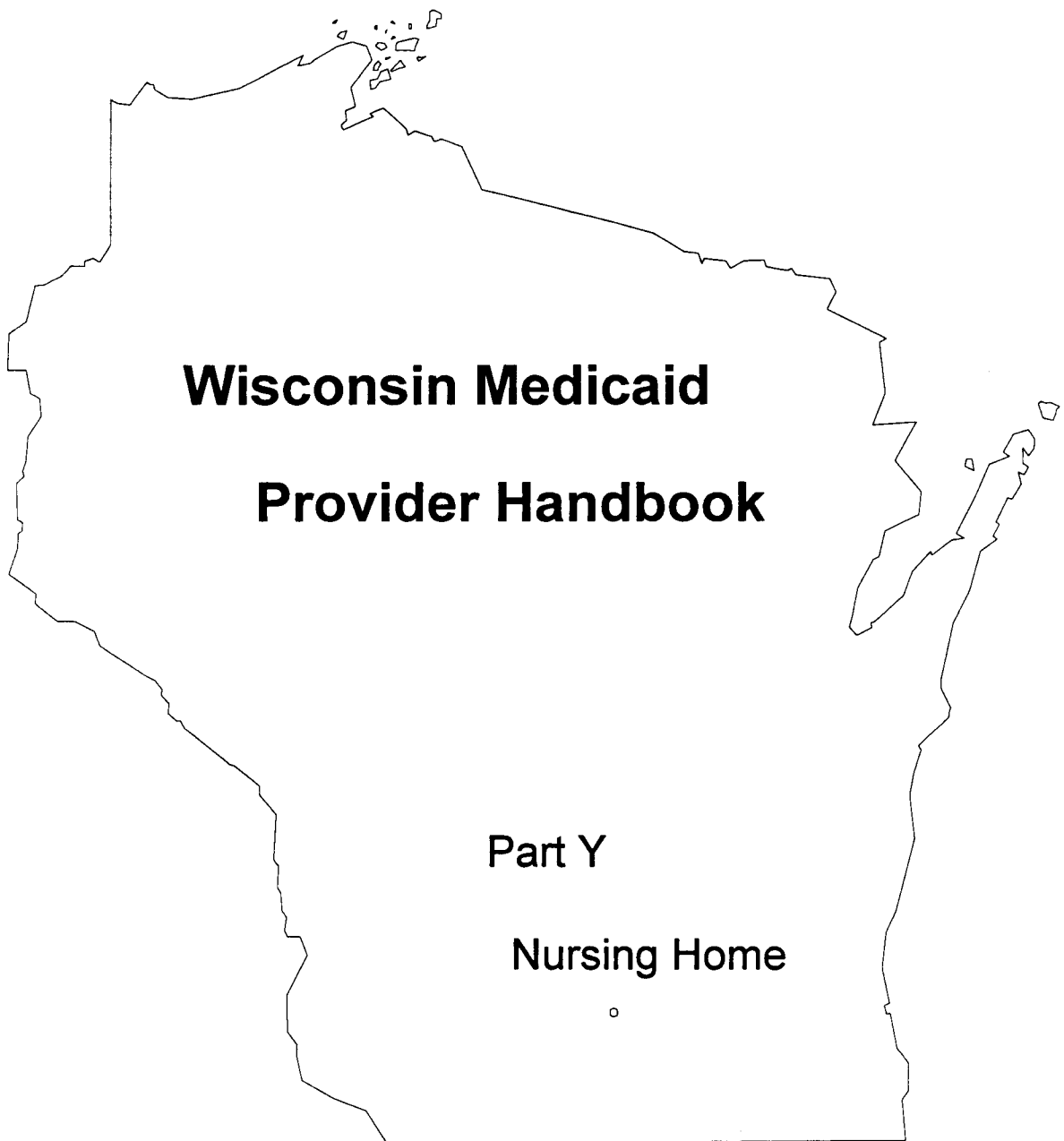
SUBJECT: Wisconsin Medicaid Provider Handbook, Part Y

Enclosed is the new Wisconsin Medicaid nursing home handbook. Handbook drafts were shared and thoroughly discussed with the Wisconsin Health Care Association and Wisconsin Association of Homes and Services for the Aging.

This handbook includes information on provider certification requirements, covered service requirements, and billing instructions. Use this handbook along with HSS 101-108, Wisconsin Administrative Code, and Wisconsin Medicaid Updates. Keep this handbook as a reference tool. Future updates to this handbook will occur as handbook replacement pages.

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Enclosure



Wisconsin Medicaid Provider Handbook

Part Y

Nursing Home

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Part Y
Nursing Home Services
Transmittal Log

This log is designed as a convenient record sheet for recording receipt of handbook updates. Providers must delete old pages and insert new pages as instructed. Use of this log helps eliminate errors and ensures an up-to-date handbook.

Each update to Part Y of the handbook is numbered sequentially. This sequential numbering system alerts the provider to any updates not received. For example, if the last transmittal number on your log is Y-3 and you receive Y-5, you are missing Y-4. If a provider is missing a transmittal, copies of complete provider handbooks may be purchased by writing to the address in Appendix 36 of Part A, the all-provider handbook.

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Introduction

Wisconsin Medicaid is governed by a set of regulations known as the Wisconsin Administrative Code, Rules of Health and Social Services, Chapters HSS 101-108, and by state and federal law. These regulations are interpreted for provider use in two parts of the Wisconsin Medicaid provider handbook. The two parts of the handbook are designed to be used in conjunction with each other and with the Wisconsin Administrative Code.

Part A of the provider handbook includes general policy guidelines, regulations, and billing information applicable to all types of certified providers. The *service-specific* part of the handbook includes information on provider eligibility criteria, covered services, reimbursement methodology, prior authorization, and billing instructions. Each provider is sent a copy of the Part A and appropriate service-specific part of the provider handbook at the time of certification.

It is important that both the provider of service and the provider's billing personnel read all materials before providing services to ensure a thorough understanding of Wisconsin Medicaid policy and billing procedures.

You may purchase additional copies of provider handbooks by writing to the address listed in Appendix 3 of Part A of the provider handbook.

When requesting a handbook, be sure to indicate the type(s) of service provided (e.g., physician, chiropractic, dental). For a complete source of Wisconsin Medicaid regulations and policies, review the Wisconsin Administrative Code, Chapters HSS 101-108. In the event of any conflict in meaning between HSS 101-108 and the handbook, the meaning of the Wisconsin Administrative Code holds. Providers may purchase HSS 101-108 from Document Sales at the address indicated in Appendix 3 of Part A of the provider handbook.

Providers should also be aware of other documents, including state and federal laws and regulations, relating to Wisconsin Medicaid:

- ♦ Chapter 49.43 - 49.497, Wisconsin Statutes.
- ♦ Title XIX of the Social Security Act and its enabling regulations, Title 42 - Public Health, Parts 430-456.

A list of common terms and their abbreviations is in Appendix 30 of Part A of the provider handbook and also in the Wisconsin Administrative Code, Chapter HSS 101.

**Nursing Home Services
Part Y**

Table of Contents

	<u>Page #</u>
I. General Information	
A. Type of Handbook	Y1-001
B. Provider Information	Y1-001
Nursing Homes - General Definitions	Y1-001
Provider Eligibility and Certification	Y1-001
Scope of Service	Y1-001
Nursing Home Reimbursement	Y1-002
Nursing Home Appeals Mechanism	Y1-002
Administrative Review Process	Y1-003
Provider Responsibilities	Y1-004
C. Recipient Information	Y1-004
Eligibility For Wisconsin Medicaid	Y1-004
Eligibility/Authorization Report	Y1-005
Care Level Determinations	Y1-005
Notice of Care Level Change	Y1-006
Nursing Home Discharges and Notification of Death	Y1-006
Documentation Requirements for ICF-MR or FDD Services	Y1-006
Individual Written Plan of Care - ICF-MR or FDD Services	Y1-006
Comprehensive Resident Assessment - NF and SNF	Y1-007
PASARR - Purpose and Process	Y1-007
Annual Resident Reviews (ARR)	Y1-008
PASARR Screening and Specialized Services Reimbursement	Y1-008
Requirements for Specialized Services Reimbursement	Y1-008
Managed Care Program Coverage	Y1-008
Estate Recovery Program	Y1-009
II. Covered Services and Related Limitations	
A. General Information	Y2-001
B. Services Reimbursed in the Nursing Home Daily Rate	Y2-001
C. Ancillary Add-ons to the Nursing Home Daily Rate	Y2-002
D. Ancillary Services Reimbursable Beyond the Nursing Home Daily Rate	Y2-002
E. Other Ancillaries	Y2-003
Other Ancillaries	Y2-003
F. Nursing Home Head Injury Patients	Y2-004
Nursing Home Head Injury Patients	Y2-004
G. Services Provided by Other Providers	Y2-004
H. Bedhold	Y2-004
General Information	Y2-004
Bedhold Days for Hospital Visits	Y2-004
Bedhold Days for Therapeutic Visits	Y2-005
Bedhold Days for Therapeutic/Rehabilitative Programs	Y2-005
I. DME and Wheelchairs Provided to Nursing Home Recipients	Y2-006

Part Y: Nursing Home
Issued: 01/96

	General Information	Y2-006
	Wheelchairs Reimbursable Through the Nursing Home Daily Rate	Y2-007
	Wheelchairs Separately Reimbursable and Not Included in the Nursing Home Daily Rate	Y2-007
	DME and Wheelchairs	Y2-007
J.	DMS Provided to Nursing Home Recipients	Y2-007
	General Information	Y2-007
K.	Medically Necessary Noncovered Services	Y2-008
	Resident Liability	Y2-008
	General Information	Y2-008
	Items and Services That May Be Charged Against the Resident Liability ...	Y2-008
L.	Codes for Medically Necessary Noncovered Services	Y2-009
M.	Nonmedically Necessary Noncovered Services	Y2-009
	Personal Needs Allowance	Y2-009
	Private Rooms	Y2-010
III.	Prior Authorization	
A.	General Requirements	Y3-001
B.	Services Requiring Prior Authorization	Y3-001
	DME and Wheelchairs	Y3-001
	Special Adaptive Positioning or Electric Wheelchairs	Y3-002
	DME - General Information	Y3-002
C.	Procedures for Obtaining Prior Authorization	Y3-002
IV.	Billing Information	
A.	Coordination of Benefits	Y4-001
B.	Medicare/Medicaid Dual Entitlement	Y4-001
C.	Medicare QMB-Only	Y4-001
D.	Billed Amounts	Y4-001
E.	Copayment	Y4-001
F.	Claim Submission	Y4-001
	Paper Claim Submission	Y4-001
	Ordering Claim Forms	Y4-001
	Paperless Claim Submission	Y4-002
G.	Nurse Aide Training Payments	Y4-002
	Requests for Reimbursement of Nurses Aide Training and Competency Testing	Y4-002
H.	Diagnosis Codes	Y4-003
I.	Procedure Codes	Y4-003
J.	Follow-Up to Claim Submission	Y4-003
	Retroactive Rate Adjustments	Y4-004
V.	Appendix	Y5-001

**Nursing Home Services
Appendices**

	<u>Page #</u>
1. UB-92 Claim Form Instructions	Y5-003
2. Sample UB-92 Claim Forms	
2a. Straight Wisconsin Medicaid with Medicare Coinsurance Days Claim	Y5-011
2b. Medicare Part A Coinsurance Days Claim	Y5-013
2c. Straight Wisconsin Medicaid Claim with Bedhold Days - Ancillaries	Y5-015
2d. Straight Wisconsin Medicaid Claim with Bedhold Days	Y5-017
2e. Straight Wisconsin Medicaid Claim - Recipient Death	Y5-019
3. HCFA 1500 Claim Form Instructions	Y5-021
4. Sample HCFA 1500 Claim Form	Y5-027
5. Prior Authorization Request Form (PA/RF) - AIDS	Y5-029
6. Sample Prior Authorization Physician Attachment (PA/PA) Form	Y5-031
7. Prior Authorization Request Form (PA/RF) Instructions	Y5-033
8. Prior Authorization Durable Medical Equipment Attachment (PA/DMEA) Instructions ..	Y5-037
9. Sample Prior Authorization Request Form (PA/RF) - Oxygen	Y5-039
10. Sample Prior Authorization Durable Medical Equipment Attachment (PA/DMEA) Form	Y5-041
11. Requesting Nursing Home Rate Administrative Review Instructions	Y5-043
12. Nursing Home Rate Administrative Review Request Form	Y5-045
13. Eligibility/Authorization Report	Y5-047
14. Reading the Eligibility/Authorization Report	Y5-049
15. Nursing Home Level of Care/Accommodation Codes	Y5-051
16. Request for Reimbursement for OBRA Level I Screening Form	Y5-053
17. Request for Reimbursement for OBRA Level I Screening Instructions	Y5-055
18. Nurses Aide Training and Competency Evaluation Reimbursement Request Form ...	Y5-057
19. Nurses Aide Training and Competency Evaluation Reimbursement Request Instructions	Y5-059
20. Allowable Wisconsin Medicaid Nursing Home Ancillary Codes	Y5-061
21. Bureau of Health Care Financing District Offices	Y5-063
22. Bureau of Quality Compliance District Offices	Y5-065
23. Minimum Data Set (MDS) - Part A	Y5-067
24. Minimum Data Set (MDS) - Part B	Y5-073
25. Preadmission Screen/Annual Resident Review Level I Screen	Y5-081
26. PASAAR Roster Claim Form	Y5-085
27. Estate Recovery Affidavit	Y5-087
28. Estate Recovery Program Notification of Death Form	Y5-089